4) If desired, click outside the chart to leave edit mode.

Formatting the label for a single data point

To format an existing label for a single data point, follow the directions above but instead of step 3), do the following to open the Label for Data Series dialog (similar to Figure 107): right-click on the data point and select **Format Single Data Label** from the context menu.

The options in the Label for Data Series dialog are the same as for the Data Labels dialog described above.

You can also access the Label for Data Series dialog by clicking on the data label, pausing, and then clicking on it again. Then right-click and select **Format Single Data Label** in the context menu.

Removing data labels

Remove labels from a single data point, a single data series, or all data points using one of the methods below.

Before doing any of the following, first select the chart by double-clicking on it to enter edit mode. The chart should now be surrounded by a gray border. When finished, if desired, click outside the chart to leave edit mode.

Removing all data labels from a single data series

Method One

Right-click somewhere in the data series and select **Delete Data Labels** in the context menu.

Method Two

1) Do one of the following to open the Data Labels dialog (Figure 107):

– Click somewhere in the data series to select it. Go to **Insert > Data Labels** on the Menu bar.

– In the *Select Chart Element* drop-down list of the Formatting toolbar, select the data labels entry for the required series name or select one of the labels for the data series. Then click the adjacent **Format Selection** icon or select **Format > Format Selection** on the Menu bar.

– Right-click in the data series or on the labels of the data series and select **Format Data Labels** in the context menu.

2) On the *Data Labels* tab, deselect all of the options and click **OK**.

Removing a data label from a single data point

1) Click once on the data point, pause, then click again to select it.

2) Right-click to open the context menu and select **Delete Single Data Label**.

Removing all data labels

1) Make sure that no data label or data series is selected.

2) Go to **Insert > Data Labels** on the Menu bar.

3) On the Data Labels for all Data Series dialog, deselect all of the options for the data labels to be removed, then click **OK**.